

LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING - 15 JUNE 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

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b. Installation of Carpet: Approximately 325 square yards of carpet were installed in South and Central Buildings for the Office of Technical Service on 11 June 1983.

c. Plants for DCI Reception Area, Terrace, and Auditorium:

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[redacted] toured the DCI reception area, seventh floor terrace, and Auditorium on 14 June. He will submit cost estimates for a replacement and weekly maintenance program for plants in the DCI reception area and Auditorium and a separate proposal for the replacement of the terrace boxes, labor for transplanting, and seasonal maintenance.

d. Workplace Awareness: The Fine Arts Commission agreed at its meeting on 13 June to work with the Logistics Services Division, OL, on a poster and notice campaign promoting workplace awareness, including consideration of public facilities, proper disposal of items, etc. The target date for the campaign is early fall.

e. Inventory: An inventory of the stockroom at Headquarters, began on 11 June, is approximately 65 percent complete.

f. Replacement of Catalytic Converter on DCI's Car: The DCI's car was returned to [ ] to have the catalytic converter replaced, and it was back in service on 14 June.

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g. Conversion of Bathroom to Kitchenette: Preliminary procedures for the installation of a kitchenette in the DDO Suite (7E26 Headquarters) necessitated overtime work by the plumbing, carpenter, and electrical shops on 10 and 11 June. Work was delayed because of a special DCI meeting which required a noiseless environment. Final installation procedures are being scheduled at the convenience of the office.

h. Renovation: Renovation of the space to be temporarily occupied by the Washington Area Recruitment Office, Office of Personnel, has been completed through [ ]

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III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

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Chief  
Logistics Services Division